

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, JULY 19, 2016**

The Brookings County Board of County Commissioners met in regular session on Tuesday, July 19, 2016 with the following members present: Ryan Krogman, Larry Jensen, Stephne Miller, Lee Ann Pierce, and Tom Yseth.

### **CALL TO ORDER**

Chairperson Krogman called the meeting to order.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF AGENDA**

The agenda for the July 19, 2016 Commission Meeting was approved without objection.

### **CONSENT AGENDA**

Motion by Miller, seconded by Pierce to approve the consent agenda. The consent agenda consisted of the minutes from the July 12, 2016 Commission Meeting.

Travel Requests: Chris Lilla & Jacob Brehmer to attend the Incode Annual SDACES Meeting on August 18<sup>th</sup> in Chamberlain.

Personnel Action Notices: routine step increase- Rae Lynn Maher to \$19.51, effective July 1, 2016; routine step increase- Mitchell Lang to \$14.99, effective June 1, 2016.

Human Services Report: case #16-099 for Avera McKennan was denied; case #16-102 for Avera McKennan was denied; case #16-121 for Avera McKennan was denied; case #16-128 for Avera McKennan was denied; case #16-114 for rent was approved; case #16-125 for rent was approved; case #16-126 for Brookings Utilities was approved; case #16-127 for City of Volga was approved.

### **ROUTINE BUSINESS**

#### *Approval of Claims*

Motion by Miller, seconded by Jensen to approve the following claims. Motion carried.

A&B Business Inc, July Copier Contracts, \$678.70; Adair Asset Management LLC, Tax Certificate, \$2,817.74; AgFirst Farmers Coop, Annual Mtg Coupon, Roundup, \$144.50; Allegra Print & Imaging, Business Cards, \$51.00; Aragon, Antonio, Translation Services 1.5hrs, \$75.00; Aspire Sales LLC, 6A30 Siren & Lights, \$504.88; Auto Body Specialists, Quick Mast With Dispenser, \$26.42; Avera Medical Group, Prisoner Medical, \$1,212.00; Avera Queen of Peace, Drug Tests, \$56.90; Bowes Construction, Pavement Parking/Overlay, \$3,397.96; Boyer Trucks, Fenders 0598, \$359.64;

Brookings Auto Mall Inc, Fender Splash Guards 0386, \$163.20; Brookings City Utilities, COP Utilities, \$187.21, City Utilities, \$751.33, Utilities, \$2,402.19, Local Phone, \$443.24, Monthly Phone Service, \$282.28; Brookings Register, Legal Notices, \$112.36, Call for Bids, \$61.00, Mobile Home Sale Ads, \$120.10, Minutes, Notices Publishing, \$2,360.11; Brothers Pharmacy, Prisoner Medical, \$910.93; Buhls of Brookings Cleaner, Rugs, Mops, \$58.60, Rug Rental Service, \$35.80; Carquest Auto, Coolant, Shop Supplies, \$251.42; Central Business Supply, Office Supplies, \$41.01, Stapler, \$31.69, Shredder, Office Supplies, \$1,678.04, Labels & Cartridges, \$685.65, Ink, Copy Paper, \$530.83; Century Business Products, Copier Maintenance, \$284.73, Kyocera Copier Contract, \$111.32; City of Brookings Landfill, Concrete Culverts Disposal, \$301.56; City of Brookings, E-911 from State, \$76,209.90; City of Volga, COP Utilities, \$169.13; Cole Papers Inc, Adopt A Hwy Bags, \$275.07; Cook's Wastepaper & Recycling, July Service, \$136.58, July Service, \$182.28, July Service w/Credit, \$12.00, July Service, \$234.46; Dale's A-1 Transmission, Jeep Patriot Repair, \$4,127.40; Dean Schaefer Court Reporter, Inv MI Hearing Crt Reporting, \$270.00; Den-Wil Inc, WIC Office Rent, June & July, \$1,754.00; Diamond Mowers Inc, Cable 0613, \$117.14; Diesel Machinery Inc, Broom 2804, \$677.14; DVL Fire and Safety, Repair Fire Extinguishers, \$79.50; Einspahr Auto Plaza, Filter & Oil 0385, \$59.24, Jail Transport Repair & Maint, \$521.60; Executive Mgmt Finance Office, Tech Access Fee June 2016, \$59.00; Fastenal Company, Bolts & Hand Cleaner, \$86.97; Fite, Pierce & Ronning Law, CAA, \$143.87; Foerster Office & Supply, Janitorial Supplies, \$345.25, Jail Supplies, \$457.60; GP Auto, Floor Liners and Nerfbar Set, \$610.63; Graham Tire North, Tires For 997, \$2,858.00; Patricia J Hartsel, Transcripts, \$495.40; Konard O Hauffe DDS PC, Prisoner Medical, \$399.96; Hillyard/Sioux Falls, Vacuum Bags, \$32.72; Hometown Service & Tire, LLC, Tires Weed Dept 0289, \$551.24; Horn Law Office, Prof. LLC, CAA Inv MI Hearing, \$165.60; L&L Auto & Truck Parts, Shop, Vehicle Parts & Supplies, \$990.22, PC Stamp Kit, Ball Mount, \$84.96, Battery, \$107.10; Lexy M Lynn, Alcohol Compliance Operation, \$60.00; Lowe's, Shrink Wrap for Gas Pump, \$20.86, Paint Supplies, Misc Supplies, \$80.44; Manatron Inc, Proval Conference Registration, \$595.00; Martin's Inc, Gas, Diesel, Grease, \$32,099.97; McKeever's Vending, Inmate Commissary, \$403.38; Midwest Glass, Repair Window, \$1,344.58; Minnehaha County JDC, JDC Costs Inv 4209a, \$19,000.00; Mix Dry Cleaners, Safety Pins, \$28.00; Moriarty Rentals, COP Rent, \$625.00; Neve's Uniforms, 6A3 Uniforms, \$193.64; Northern Truck Equipment, Dump Body For 0584 Freightliner, \$84,754.74; Northwestern Energy, Hwy & Truck Shop Utilities, \$65.75, Heat for Truck Shed, \$10.00; Office Peeps Inc, DVDs, \$93.06; One Source, Background Checks, \$69.00; Outlaw Graphics, Door Decals, \$16.00, EM Decals, \$142.00; Pharmchem Inc, Sweat Patch Analysis, \$1,425.00; Pitney Bowes, Mail Meter Rental, \$165.00; Prochem Dynamics LLC, Laundry Supplies, \$725.96; Qualified Presort Service, Work from 6/16 - 6/30, \$18.51; Ramsdell's F&M Ltd, 2-4d, Amine-Inv 4023, \$2,909.70; Razor's Edge Lawncare, Mowing, Fertilizer, Maintenance, \$1,528.00, Mowing North Grove Nuisance, \$313.50; Running's Supply Inc, Shop Supplies, Parts, \$66.18; Sampson, Jim, Travel Reimbursement-GIS Conf, \$1,353.41; Schuneman Equipment Co, Fuel Filters, Supplies, \$416.82; SD Dept of Transportation, Project Cost Share 06-120-012, \$1,946.51; SD State Treasurer, Unclaimed Property Checks, \$132.05; SDAAO, SDAAO School Registration, \$1,200.00; SDACO, ROD Relief Fund-June 2016, \$1,152.00; Sinai City, Garbage, Sewer Utilities, \$64.00; Sturdevant's Auto Parts, Shop, Vehicle Supplies, \$127.25, Shop, Vehicle Parts/Supplies, \$622.96; Subway, Meals-LEPC Meeting 5/19, \$170.00; Swiftel Center, July Facility Maintenance, \$1,577.00; Thomson Reuters - West, West Info Charges 834263998, \$555.69; Thomson West, SD Codified Laws, \$69.00; SD Dept of Revenue, July Dept of Revenue Remittance, \$526,300.29; Steven Ust, Building Inspections, \$400.00; Vantek Communications Inc, North Repeater Aug Fees, \$100.00; Verizon Wireless, Mobile Data, \$280.07; Walburg, Duane, Animal Cntrl Mileage 6/25-7/8, \$46.20; Walmart Community, Binder Clips,

Batteries, \$12.45; Gene Wiehr, Lawn Maintenance-Sinai Lot, \$400.00; Yankton County Sheriff, Service of Process, \$50.00.

### *Department Head Reports*

County Development Director Robert Hill discussed the storm that went through last weekend. Hill reminded the public to sign up for the alerts, which can be done through the county website. Hill said he spoke with the Emergency Manager from Hamlin County to see if they needed any assistance.

Hill discussed upcoming dates.

Miller thanked Hill for reaching out to Hamlin County.

Veterans & Human Services Director Michael Holzhauser updated the board on the number of phone calls the office has made and received, and the number of in-person meetings.

Finance Officer Vicki Buseth discussed the General Fund Surplus Analysis percentage with the board.

Buseth said she received an email from the Chamber regarding public service announcements, so she will put something together for the general public.

### *Finance Office Report*

Finance Officer Vicki Buseth presented the Finance Office report for June 2016.

Be it noted, the Auditor's Account with the Treasurer was presented to the board.

### *June 2016*

Total amount of deposits in bank.....	\$20,169,168.32
Total amount of actual cash: Currency.....	\$4,429.00
Coins.....	\$0.28
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days....	\$61,634.07
Itemized list of all other items.....	\$9,000.61
TOTAL.....	\$20,244,232.28

Be it noted, the Payroll & Additives for June 2016 was presented to the board.

Commission/HR: \$15,898.69; Technology: \$5,587.60; Elections: \$3,965.32; Finance Office: \$19,603.26; States Attorney: \$26,165.42; Equalization: \$16,235.52; Register of Deeds: \$7,750.63; Veterans/Welfare: \$5,925.27; Sheriff's Office: \$81,389.81; Coroner: \$355.20; Community Health: \$3,269.90; Extension: \$2,245.78; Weed: \$10,275.73; Planning/Zoning: \$5,881.54; Highway: \$46,347.93; Emergency Management: \$3,480.44.

AFLAC: \$2,831.52; Avesis: \$1,269.57; Office of Child Support: \$400.00; Delta Dental: \$4,731.54; Flex One: \$2,023.58; Dearborn Life Insurance: \$1,235.50; Local Teamsters: \$1,158.00; SDRS: \$42,352.50; SDRS Supplemental: \$1,668.00; EFTPS: \$87,592.92; Wellmark: \$88,750.71; SDRS Special Pay Plan Fee: \$45.00; SDRS Special Pay Plan: \$25,882.46; AFLAC Group/CAIC Primary: \$522.88.

Be it noted, the expenditure adjustments for the month of June 2016 were presented to the board. \$6,703.94 was transferred to allocate highway department expenditures to other county departments for work performed and supplies furnished by the highway department.

Be it noted, the Register of Deeds Statement of Fees collected for the month of June 2016 in the amount of \$50,314.00 was presented to the board.

Sheriff Martin Stanwick said they made five arrests on methamphetamine charges.

Stanwick said his staff needs to know where the storm shelters are located in the surrounding communities; Stanwick said there was some confusion in the City of White.

Highway Superintendent Richard Birk discussed the 468<sup>th</sup> Avenue grant project. Birk said the cost of the project is higher than what the grant will cover, so the remaining will need to be paid by someone. He asked the board for direction.

Birk said in this process, there was no formal application so they are applying for the maximum amount, which is \$400,000.

Jensen said he thought they had \$300,000 to go as far as they could this year, and then the grant money being applied for would be used to finish the rest of it next year. Miller agreed with Jensen.

Birk said he will do more research on it and get back to the board.

Birk said the preconstruction meeting for the bridge south of White will be Wednesday, July 19<sup>th</sup>.

Birk discussed the STIP Meeting he attended last week.

Birk said Novita will be filling a huge tank with water, so the surrounding neighbors may lose their water pressure for a few days.

### ***Finance Office Report Continued***

Motion by Yseth, seconded by Miller to approve the following transfers as per budget appropriations for the third-quarter of 2016:

Commission Department Director Stacy Steffensen joined the meeting via telephone.

From General Fund 101-4-911-4294 to Highway and Bridge fund 201-3-371-0000 in the amount of \$750,000.00.

From General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-0000 in the amount of \$21,568.00.

From General Fund 101-4-911-4298 to Register of Deeds Relief Fund 250-3-371-0000 in the amount of \$3,239.25.

Motion carried.

### **REGULAR BUSINESS**

Motion by Pierce, seconded by Yseth to approve and authorize Chairperson Krogman to sign a Letter of Intent for Exchange of Real Property between the City of Brookings and Brookings County, South Dakota.

Krogman said there are two major components in purchasing the Outdoor Adventure Center: if the City will purchase the County Resource Center and if they are willing to sell the land underneath the OAC. Krogman said the Letter of Intent is non-binding; it is just a letter to ensure that the City is on board. Krogman said there will be a tour on Thursday, July 21<sup>st</sup> with a Joint Brookings County Commission & Extension Board Meeting to follow.

Miller said she would like the Winter Calf Show to be included in the letter.

Motion by Miller, seconded by Jensen to amend the Letter of Intent to include the Winter Calf Show. Amendment Carried.

Roll call vote on main motion. Yseth "aye," Miller "aye," Jensen "aye," Pierce "aye," Krogman "aye." Main motion carried.

Motion by Yseth, seconded by Miller to appoint Sheila Anderson to the Brookings Health System Board of Trustees. Krogman thanked Dan Little for submitting his application.

Roll call vote: Miller "aye," Jensen "aye," Pierce "aye," Yseth "aye," Krogman "aye." Motion carried.

Motion by Miller, seconded by Yseth to approve and authorize Chairperson Krogman sign Agreement #16-63: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy. Roll call vote: Jensen "aye," Pierce "aye," Yseth "aye," Miller "aye," Krogman "aye." Motion carried.

Motion by Jensen, seconded by Miller to approve and authorize Chairperson Krogman sign Agreement #16-64: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy. Roll call vote: Pierce "aye," Yseth "aye," Miller "aye," Jensen "aye," Krogman "aye." Motion carried.

Motion by Yseth, seconded by Jensen to approve and authorize Chairperson Krogman sign Agreement #16-65: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy. Roll call vote: Yseth "aye," Miller "aye," Jensen "aye," Pierce "aye," Krogman "aye." Motion carried.

Chief Deputy States Attorney Abigail Howard had no report.

Commission Department Director Stacy Steffensen discussed providing lunch for those attending the Joint Brookings County Commission & Extension Board Meeting.

### **COMMISSIONERS' REPORTS & DISCUSSION**

Commissioner Pierce attended the Lake Park Subcommittee Meeting and Bel Brand's open house.

Commissioner Jensen attended the Jail Expansion Committee Meeting and attended the parade in White.

Commissioner Miller attended the Jail Expansion Committee Meeting; attended the Growth Partnership Meeting; and attended the parade in White.

Commissioner Yseth had no report. Yseth thanked Miller for attending the Growth Partnership Meeting while he was gone.

Commissioner Krogman attended the PPCC & POD Meeting, and attended the Brookings Affordable Housing Task Force Meeting.

Commissioner Miller said the Senior Companions of South Dakota are asking for a designee from the commission to attend their recognition event. Commissioner Jensen said he might be able to attend. By consensus, the board agreed to write a letter recognizing and thanking the volunteers in case Commissioner Jensen cannot attend.

### **ADJOURNMENT**

Motion by Yseth, seconded by Miller to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, August 9, 2016 at 8:30 a.m.

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